

JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102
415-865-4272 Telecommunications Device for the Deaf Web site: www.courtinfo.ca.gov/careers

EMPLOYMENT OPPORTUNITY

JOB TITLE: SENIOR MANAGER

LOCATION: SACRAMENTO, CA

JOB REQUISITION: 2838

OVERVIEW

Under the direction of the Program Director, Phoenix Project, Northern/Central Regional Office, the Senior Manager of the Phoenix HR/Payroll Shared Service Center (SSC) will lead a team of professional staff who perform the deployments of large ERP systems in a complex business environment. The staff will also perform specialized analytical tasks including the development and implementation of payroll and human resources systems for the trial courts.

RESPONSIBILITIES

- Develop and implement goals, objectives, policies, procedures and work standards for the Phoenix Project Human Resources which includes the Shared Services Units;
- Manage the day-to-day activities of each unit through subordinate supervisors in accordance with the SSC and Phoenix Project goals and objectives;
- Plan, organize, assign, review and evaluate the work of SSC staff including the hiring, training, development and discipline of new and incumbent employees and accounting supervisors;
- Oversee the operations of the Phoenix Human Resources and Payroll system for trial courts on the statewide system for accounting and payroll services;
- Coordinate with Phoenix Financials and other project teams to ensure payroll processes are performed in accordance with generally accepted accounting practices; ensure human resources and timekeeping standards are maintained and adequate;
- Communicate with court personnel and the staff of the Administrative Office of the Courts;
- Establish and ensure quality customer service with trial court employees and AOC staff;
- Develop and administer the SSC's annual operating budget;
- Oversee the writing of curricula and conduct procedural workshops;
- Assist in developing the Northern/Central Regional Office and Phoenix Project strategic short and long-ranged planning;
- Provide leadership and motivation to section and unit staff; and
- Other duties as assigned.

QUALIFICATIONS

Equivalent to possession of a bachelor's degree and seven years of experience in the relevant field, including a minimum of three years of increasingly responsible management experience.

OR

One year as a Manager, or two years as Supervising Analyst, Supervising Attorney, or other supervisory-level professional class with the judicial branch.

Desirable Qualifications:

Knowledge of governmental payroll and human resources automated systems and procedures. Experience with governmental accounting and budgeting principles. Experience with a uniform

accounting system and financial organization and procedures of the State of California and related laws, rules, and regulations.

HOW TO APPLY

To ensure consideration of your application for the earliest round of interviews, please apply immediately; however, this position will remain open until filled. To complete an online application, please visit our Web site at www.courtinfo.ca.gov/careers/ Click on "View postings and apply for jobs." Then search for job requisition number 2838. This position requires the submission of our official application.

OR

To obtain a printed application, please visit:

Administrative Office of the Courts
455 Golden Gate Avenue, 7th Floor
San Francisco, California 94102-3688
415-865-4272 Telecommunications Device for the Deaf
Or download a printed copy under the 'Special Access and Application Help' section on the Careers page of our website.

PAY & BENEFITS

Salary Range: \$10,026 to \$12,409 per month
(The starting salary may vary between \$10,026 to \$11,028 per month)

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$110 transit pass subsidy per month
- CalPERS Retirement Plan
- 401(k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

The Administrative Office of the Courts Is an Equal Opportunity Employer.